

Policy and Procedure for Contracts:

Pending contracts:

1. All contracts that are not university standard require legal review. Any modifications to university standard contracts require legal review. **Contracts are not valid and shall not be implemented until signed or approved by Legal Counsel.**
2. The Office of General Counsel (OGC) shall review and approve all contracts. A “contract as used herein includes any and all agreements, however titled, that are intended to be legally enforceable and binding on the parties to such agreement. Examples of contracts include, but are not limited to the following:
 - Expenditure contracts
 - Revenue contracts
 - Leases of real or personal property
 - Real property agreements
 - Academic and cooperation agreements
 - Interagency and Intergovernmental Agreements
 - Licenses
 - Grants/Sponsored programs
 - Construction contracts
 - Personal services contracts such as Consulting/Performing artists
 - Intellectual property conveyances
 - Memorandum Of Understanding (MOU)
 - Educational service agreements
 - Letters of intent
3. Please complete Contract Routing form (CSF) before submitting a contract to the OGC office. (CSF should be the first page attached to the contract). Please include when contract is due.
4. Once contract has gone through legal review and has final legal review approval, then it will be routed by OGC to signature authority.
5. After signature authority signs, then return to OGC for routing to Controller if necessary, or for forwarding of the fully executed contract to departments as appropriate.

If you have any questions as to what constitutes a contract, please contact the OGC office. To ensure that a contract receives legal review in a timely manner OGC office is requesting at least a two week turn-around on contracts and possibly more time on larger projects. If you foresee any difficulties with a contract before submitting it for legal review, please notify the OGC office well in advance.